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Present: [REDACTED]

1. Orientation for New TPD Employees. Miss [REDACTED] outlined the procedure to be initiated this week to acquaint new TPD employees with the various activities, personnel and installations of TPD. A short tour will be made each week on Friday morning for new employees with Miss [REDACTED] as guide. There are thirteen people scheduled to go on the tour this week, which will be held on Thursday, 10 November as Friday is Armistice Day and a holiday. A memorandum is to be prepared by Miss [REDACTED] to go to the section chiefs outlining the itinerary. Miss [REDACTED] suggested that stenographers be included and it was agreed to do so.

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2. Security. [REDACTED] gave a brief report of the meeting recently held with Mr. [REDACTED], CSO/CSO, in which a list of security violations by TPD for the past year was presented. Generally speaking, most of the violations were due to carelessness. A procedure to be followed in reporting security violations was established and was included in the minutes of the meeting which were sent to all building security officers. This procedure will also be outlined in the TPD Administrative Memorandum which is now in the process of being reproduced. [REDACTED] re-emphasized the importance of security and asked that all persons in positions of responsibility do everything possible to cut down these violations. He further stated that every time we have a violation, a meeting will be held by the security officer for all employees of the building in which the violation occurs. At that time the necessity for good security will be re-emphasized.

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3. CIA/NSA Training. [REDACTED] reported that the Joint Chiefs of Staff had approved the organization of a command for resistance force and paramilitary activities in WMT. This does not affect the memorandum which CIA has sent to NSA concerning a joint training project, but only means that we will be six months or so ahead by the time this command is finally set up. He suggested that [REDACTED] write up his suggestions for topics to be discussed with Department of the Army at the next meeting with them.

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4. Training Guide. [REDACTED] reported that the draft for the TPD training guide needed only a few comments by Mr. [REDACTED] before it would be ready for reproduction. These he expected to get today and give the material to Mr. [REDACTED] for preparation of stenilla.

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5. Project. The OPC project [redacted] and TND should receive a copy in a few days. This will give us the basis for starting our activities particularly in covert and area training, such as procurement of safe houses, etc.

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6. TND Administrative Memorandum. [redacted] reported this memorandum will be published and in circulation before the next staff meeting. Since this memorandum outlines procedures to be followed within TND, it was not felt that it needed approval by ADSC and ADPC before publication. [redacted] agreed with this interpretation.

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7. T/O for TND. Since the T/O has been approved by [redacted] it was felt that this was tantamount to approval by the Director, CIA. All that now remains is an analysis of the various jobs. Mr. [redacted] and Mr. [redacted] of the Special Support Staff will audit the jobs; Mr. [redacted] will handle the five slots in training headquarters and then the chiefs of the other branches will talk with Mr. [redacted] to justify the particular positions and grades in their branches. Major responsibilities for each position have been prepared and given to Mr. [redacted]. It should be emphasized to him, however, that these are not complete job descriptions and do not cover all details of the work but are merely outlines. [redacted] reported that management felt that rather than having a joint T/O for OSO and OPC that there should be a single one charged to one office. They felt that the T/O and budget matters should be handled under OSO but that TND would still serve the training needs of both OSO and OPC.

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As soon as the T/O is approved formally [redacted] requested that a large organization chart be drawn up outlining the various positions, slot numbers and placing names of individuals against the slots. Mr. [redacted] was requested to have such a chart prepared as soon as someone has been recruited to replace [redacted]

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8. Joint OSO/OPC Training Division. [redacted] expressed the opinion that in the near future the training division will be under one office, specifically OSO. However, all personnel in TND who have been recruited by OPC will continue to have OPC name tags on them and may be requested by another division of OPC with sufficient notice. It was [redacted] opinion that this would not affect the rotation policy now in effect in OSO and which would be followed by OPC, namely, to send training division instructors out into the field after two or three years and replace them with field personnel. Such OPC personnel who are now on the training staff would be sent to OPC field installations even if the Training Division as a whole is placed under the jurisdiction of OSO for budget and administrative purposes. [redacted] stated that such a move is not official as yet but that such a plan is being sent down from the hill to OSO and OPC for comment.

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9. Assessment. [redacted] reported that in his discussions with Management, it was suggested that the Assessment Unit should go either with Personnel Branch, CIA or to the Training Division. Both OSO and OPC, however, felt that this section should be with training and had a meeting with [redacted] in which the role Assessment would take in Training was outlined. Since then [redacted] have had a meeting in which it was decided that Assessment should not be on the same plane with other branches of the Training Division but rather should come directly under the Chief, TTD, for all matters of policy. The Assessment Unit will retain about the same degree of autonomy as does the Covert Training Branch in that it will deal directly with other branches and divisions of OSO and OPC, and only on matters of policy will it go through Chief, TTD. Administration of Assessment will be handled in the same way as it is for all other branches of the Training Division, i.e., they will administer all minor matters in their own shop and refer to the Administrative Officer for large items. Verbal approval to this arrangement was given on Friday, 4 November.

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Mr. [redacted] inquired whether Assessment would administer the paper and pencil tests or whether this was a responsibility of the Staff Training Branch. [redacted] stated that we could eliminate these tests as a matter of form for the present, although they can be administered on an individual basis as needed. These tests can be resumed when we have recruited our Tests and Measurements chief.

10. Military Personnel. At present there are only three military slots on the entire OSO T/O while there are about 43 such slots on the OPC T/O. Some OPC military slots are being transferred to the OSO T/O in order to handle the military instructor slots on the joint TTD T/O.

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11. TTD Space. A meeting was held Tuesday morning, 9 November with representatives of TTD, OSO, OPC and Management about allocating some of the present training division space to other offices, such as OSI, who are presently very crowded. As a result of this meeting Colonel [redacted] requested that Mr. [redacted] prepare an outline of our total footage, numbers of persons, including students, using such space, and justification for our present quarters. He is to coordinate with the other branches, principally Staff Training Branch, in the preparation of such a memorandum.

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12. Miscellaneous. Mr. [redacted] inquired if he were still on loan to [redacted] said that he thought [redacted] was becoming sufficiently staffed so that he could handle things without the assistance of Mr. [redacted], although he might call on him occasionally. Mr. [redacted] discussed the two-week instructors' course he is planning on running in December. [redacted] closed the meeting saying that he felt TTD was coming along very well; that our relations with H&E were good; and that recruitment has been progressing quite well.

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